



JOHN ELIAS BALDACCI
GOVERNOR

STATE OF MAINE
DEPARTMENT OF PROFESSIONAL
AND FINANCIAL REGULATION
CHARITABLE SOLICITATIONS PROGRAM
35 STATE HOUSE STATION
AUGUSTA, MAINE
04333-0035

ANNE L. HEAD
COMMISSIONER

CHARITABLE SOLICITATION RENEWAL NOTICE -- STATE OF MAINE
August 2010

To: Charitable Organizations, Professional Solicitors, Professional Fundraising Counsel, Commercial Co-venturers and Exempt Charitable Organizations Licensed (Registered) by the State of Maine

Your license to engage in activities governed by the "Charitable Solicitations Act" in the State of Maine is due for renewal on November 30, 2010, when your current license will expire. In order to qualify for renewal, and thereby continue to conduct the activities authorized by your license, please submit the following to this office:

- A Renewal Application, which must be completed and returned to our office no later than November 30, 2010.

Charitable Organizations may submit either the Maine-specific application (enclosed) or the Unified Registration Statement ("URS"). If the URS is used, then the cover page of the Maine-specific application should be attached to the front, and (as with the Maine-specific application) the signature on the URS should be notarized.

Forms and information are available at this website:

http://www.maine.gov/pfr/professionallicensing/professions/charitable/license_types.htm

(Click on the "Renewal information" link.)

- An Annual Fundraising Activity Report ("AFAR"), which must be completed and returned no later than September 30, 2010. (Organizations that are designated as "Exempt Charitable Organizations" pursuant to Title 9, Section 5006 are not required to file this form. If your license number has the prefix "ECO," then your organization is designated as an "Exempt Charitable Organization.")

The required AFAR forms are available at this website:

<http://www.maine.gov/pfr/professionallicensing/professions/charitable/forms.htm>

- The AFAR should reflect countrywide activity for Calendar Year 1/1/09 through 12/31/09, even though your Fiscal Year may be different.
- If no solicitation activity was conducted during this period, please so indicate on the form.
- If no solicitation activity was performed in Maine, please so indicate on the form.
- Please explain any discrepancies in the section captioned "Additional Information or Comments."

For example, if the AFAR filed by a Charitable Organization indicates a difference between the Total Dollar Amount Raised from Contributions and the sum of the Total Dollar Amount Received by Charitable Organization and the Total Dollar Amount Retained by Professional Solicitors, then this would be a discrepancy. Any AFAR with unexplained discrepancies will be rejected.

- Note:

- If the Renewal Application and the AFAR are submitted together, then they both must be submitted no later than September 30, 2010.
- If information or documentation is missing from the renewal application, and it is not provided prior to November 30, 2010, then the application will be deemed not to have been completed until all of the required material has been received, even though the application form itself may have arrived by the due date. When this is the case, you are not permitted to conduct activities in this State beyond the scheduled renewal date.
- Your license will not be renewed unless, and until, the application has been completed, and you have responded substantively to any requests for further information, documentation or explanation, pursuant to your application. Failure to provide same will result in a lapse (during the first 90 days after expiration) or non-renewal (after 90 days following expiration) of your license. In the event of non-renewal, you will need to submit a new application, along with all of the material required of applicants for licensure.
- If your AFAR is received by September 30, 2010, and your completed renewal application is received by November 30th, then you may continue to conduct activity in Maine under the authority of your old license, until the renewal license has been issued. This means that fundraising need not be delayed because of processing time on our end.
- You can check the following website to see if the renewal license has been issued: <http://pfr.informe.org/almsonline/almquery/SearchCompany.aspx>

The information provided there can be used as documentation of "Active" status if it is needed for the purpose of obtaining grants, entering contracts or enabling participation in the fundraising activities of umbrella organizations.

If you have any questions, please contact one of the following staff members:

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